

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS**
Local Records Commission of Cook County, Illinois

Application No. 92:004C
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Inquiries and Applications to:
Local Records Unit
Margaret Cross Norton Building
Springfield, IL 62756
(217) 782-7076

Agency

Mount Prospect Elementary School District #57

Address

701 West Gregory Street

Mount Prospect, IL 60056

Phone

(708) 259-1200

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies or digitized records will be made in accordance with standards of the Local Records Commission of Cook County and will be adequate substitutes for the original records.

Approval, Local Records
Commission of Cook County, Illinois
County Building – Room 801
Chicago, Illinois 60602
(312) 603-7832

Mary Griffin

Chairman

John Daly

Director, State Archives

February 11, 1992

DATE

Thomas W. Many/Superintendent

January 3, 1992

Signature of Agency Head

Date

Thomas W. Many/Superintendent

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE,
- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE APPROPRIATE LOCAL RECORDS COMMISSION OF COOK COUNTY 60 DAYS PRIOR TO DISPOSAL,
- PROVIDING ANY LOCAL, STATE, AND FEDERAL AUDIT REQUIREMENTS HAVE BEEN MET,
- AS LONG AS THEY ARE NOT NEEDED FOR ANY LITIGATION EITHER PENDING OR ANTICIPATED,
- IN ADDITION THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENTS OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

ANY RECORD ON THIS APPLICATION MAY BE MICROFILMED OR DIGITIZED AND THE RECORD DISPOSED OF IF THE RECORD IS MICROFILMED OR DIGITIZED IN ACCORDANCE WITH THE STANDARDS OF THE LOCAL RECORDS COMMISSION OF COOK COUNTY RULES AND IF THE FILM OR DIGITIZED RECORD IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD.

**DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING MUST BE NOTED ON
THE RECORDS DISPOSAL CERTIFICATE.**

**THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.**

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Item No.

Record Series Title, Description and Recommendation

SUPERINTENDENT, RECEPTION

Unless otherwise noted, the records in this section are located in the superintendent's office.

1. APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND DISPOSAL CERTIFICATES

Dates: 1992-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: Retain permanently.

The title of item #2 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

2. ADMINISTRATIVE CORRESPONDENCE FILES (SURVEYS SENT TO DISTRICT FROM OTHER AGENCIES, NORTHWEST EDUCATIONAL COOPERATIVE INFORMATION, ASSOCIATIONS MATERIALS AND REPORTS)
ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.

Dates: 1960-
Volume: 8 Cu. Ft./1 MB
Annual Accumulation: Negligible/1 MB
Arrangement: Chronological by year

Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

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| 3. | <p><u>ANNUAL FINANCIAL REPORTS (ISBE)</u></p> <p>Dates: 1963-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p> |
| 4. | <p><u>ANNUAL REPORT AND APPLICATION FOR RECOGNITION</u></p> <p>Dates: 1961-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p> |
| 5. | <p><u>ASBESTOS MANAGEMENT PLANS (AHERA)</u></p> <p>Dates: 1983-
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain permanently.</p> |
| 6. | <p><u>AUDIT REPORTS</u></p> <p>Dates: 1951-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain permanently.</p> |
| 7. | <p><u>BILINGUAL CENSUS REPORTS</u></p> <p>Dates: 1979-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p> |

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The recommendation of item #8 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

8. BOND RECORDS (BOND AND INTEREST RECORDS)

Dates: 1961-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: ~~Retain for two (2) years after cancellation or due date, then dispose of.~~
Retain bond records transcripts, resolutions and certifications permanently.
Retain other records (sale/purchase/agreements, etc.) in this series for ten (10) years after final redemption, then dispose of.
Retain payment coupons for seven (7) years after cancellation, due date or redemption, then dispose of.

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9.	<p><u>BUDGET REPORTS</u></p> <p>Dates: 1971- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
10.	<p><u>CENSUS REPORTS (SCHOOL DISTRICT REPORTS)</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
11.	<p><u>COUNTY AND STATE VISITATION REPORTS</u></p> <p>Dates: 1971- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
12.	<p><u>ELECTION RECORDS</u></p> <p>Dates: 1983- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>

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| 13. | <p><u>EMPLOYMENT APPLICATIONS</u></p> <p>Dates: 1989-
Volume: 5 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological by year</p> <p>Recommendation: Retain solicited applications and supporting documents for two (2) years from the date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from the date of the application, then dispose of.</p> |
| 14. | <p><u>END-OF-THE-YEAR REPORTS (ISBE)</u></p> <p>Dates: 1960-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p> |
| 15. | <p><u>FALL ENROLLMENT AND HOUSING REPORTS (ISBE)</u></p> <p>Dates: 1962-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p> |
| 16. | <p><u>HOUSEKEEPING REPORTS (COUNTY INSPECTION REPORTS)</u></p> <p>Dates: 1981-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p> |

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| 17. | <p><u>IMMUNIZATION SURVEYS (ISBE)</u></p> <p>Dates: 1977-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p> |
| 18. | <p><u>INVENTORY REPORTS</u></p> <p>Dates: 1987-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain for two (2) years after superseded by new inventory, then dispose of.</p> |
| 19. | <p><u>LEGAL FILES</u></p> <p>Dates: 1966-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain for three (3) years following closure of case, then dispose of. Retain legal opinions permanently.</p> |
| 20. | <p><u>LEGAL NOTICES AND CERTIFICATES OF PUBLICATION</u></p> <p>Dates: 1975-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p> |

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| 21. | <u>LEGAL OPINIONS</u>

Dates: 1968-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: Retain permanently. |
| 22. | <u>LIFE SAFETY RECORDS</u>

Dates: 1971-
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: Retain permanently. |

The title of item #23 was amended and approved by the Local Records of Cook County on June 11, 2019.

Chairman

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| 23. | <u>MINUTES</u>
<u>MINUTES AND AGENDAS</u>

Dates: 1930-
Volume: 16 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: Retain permanently. |
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24. NEGOTIATIONS RECORDS

Dates:	1971-
Volume:	1 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological by year

Recommendation: Retain one (1) copy of each collective bargaining agreement permanently. Retain support documentation for fifteen (15) years, then dispose of.

25. PERSONNEL CRIMINAL HISTORY BACKGROUND INVESTIGATION RECORDS

Dates:	1985-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year

Recommendation: Retain until the hiring process is completed, then dispose of. (RE: Provisions of Title 28, U.S. Code of Federal Regulations, Ch. 1, Para. 20, 21 [c] 1)

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The recommendation of item #26 was amended and approved by the Local Records of Cook County on June 11, 2019.

Chairman

26. PERSONNEL FILES

Dates: 1964-
Volume: 45 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

Recommendation: ~~Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight, retain individual work and salary history records for ten (10) years after termination of employment, then dispose of. Retain all other records contained in this record series for five (5) years after termination of employment, then dispose of.~~

Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of.

If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of.

If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated.

If litigation is pending, retain until conclusion of all judicial action (including appeals), then dispose of.

Retain all other records and supporting documents within this record series that are not covered under another record series for seven (7) years from date of generation, then dispose of.

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27. POLICIES AND PROCEDURES

Dates:	1978-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year

Recommendation: Retain permanently.

The recommendation of item #28 was amended and approved by the Local Records of Cook County on June 11, 2019.

Chairman

28. REFERENDUM (RESEARCH, CORRESPONDENCE, INFORMATION)

Dates:	1985-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year

Recommendation: ~~Retain until administrative use is complete,~~
 ~~then dispose of.~~
 Retain for one (1) year, then dispose of records
 no longer possessing any further administrative,
 fiscal, legal, and/or historical value.

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| 29. | <p><u>SALARY LISTS</u></p> <p>Dates: 1967-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p> |
| 30. | <p><u>SCHOOL CALENDARS</u></p> <p>Dates: 1960-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain <u>yearly</u> calendars for seven (7) years, then dispose of. Retain other calendars contained in this record series for two (2) years, then dispose of.</p> |
| 31. | <p><u>SCHOOL CLOSING RECORDS (RECORDS INCLUDE PUBLIC HEARINGS, REPORTS, AND CORRESPONDENCE)</u></p> <p>Dates: 1975-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain permanently.</p> |
| 32. | <p><u>SCHOOL DISTRICT COMMITTEE RECORDS</u></p> <p>Dates: 1987-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p> |

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33. STATE AID CLAIMS

Dates: 1943-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: Retain for three (3) years, then dispose of.

34. STATE REPORT CARDS

Dates:	1986-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year

Recommendation: Retain for five (5) years, then dispose of.

35. STATEMENTS OF ECONOMIC INTEREST

Dates:	1972-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year

Recommendation: Retain for seven (7) years from the date of filing with the county clerk, then dispose of.

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The recommendation of item #36 was amended and approved by the Local Records of Cook County on June 11, 2019.

Chairman

36. STUDENT ACCIDENT REPORTS

Dates: 1974-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: ~~Retain permanently.~~
 *Retain for not less than five (5) years after
student has transferred, graduated, or otherwise
withdrawn from the school. Parents must be
notified before the disposal of any Student
Temporary Records.*

37. TAX LEVIES

Dates: 1970-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: Retain for seven (7) years, then dispose of.

38. TEACHERS RETIREMENT SYSTEM REPORTS

Dates: 1949-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: Retain for seven (7) years, then dispose of.

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39.	<p><u>TEACHER SERVICE RECORDS</u></p> <p>Dates: 1963- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for four (4) years, then dispose of.</p>
40.	<p><u>TEACHER STATE CERTIFICATES REGISTRATIONS</u></p> <p>Dates: 1977- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain until superseded by a new certificate, then dispose of.</p>
41.	<p><u>TRANSPORTATION RECORDS</u></p> <p>Dates: 1959- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
42.	<p><u>VANDALISM REPORTS</u></p> <p>Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
43.	<p><u>BUILDING MAINTENANCE REQUESTS</u></p> <p>Dates: 1985- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Reception</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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44. PERSONNEL ABSENCE REPORTS FOR PAYROLL

Dates:	1981-
Volume:	6 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological by month
Location:	Reception

Recommendation: Retain for two (2) years, then dispose of.

45. PERSONNEL PROFESSIONAL ABSENCE REQUESTS AND PERSONNEL ABSENCE SICK
LEAVE AND BUSINESS LEAVE RECORDS

Dates:	1983-
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological by year
Location:	Reception

Recommendation: Retain for two (2) years, then dispose of if
transferred to the work history record.

46. STUDENT CLASS LISTS (BY SCHOOLS)

Dates:	1984-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year
Location:	Reception

Recommendation: Retain for one (1) year, then dispose of.

47. STUDENT ENROLLMENT INFORMATION AND RELEASE OF SCHOOL RECORDS
CERTIFICATION

Dates:	1987-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year
Location:	Reception

Recommendation: Retain for two (2) years, then dispose of.

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48.	<u>USE OF SCHOOL FACILITIES APPLICATIONS</u> Dates: 1985- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Reception Recommendation: Retain for two (2) years after expiration of use, then dispose of.

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CURRICULUM AND INSTRUCTION RECORDS

The recommendation of items #49-50 were amended and approved by the Local Records of Cook County on June 11, 2019.

Chairman

49. **BIDS (ART AND PHYSICAL ED)**

Dates: 1980-
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: ~~Retain for ten (10) years after acceptance or rejection, then dispose of.~~
Retain successful bids for ten (10) years after terms of the related contract are complete, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of.

50. **CORPORATE GRANT RECORDS**

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: ~~Retain for three (3) years, then dispose of.~~
Retain for three (3) years following date of final expenditure report, then dispose of.

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51. CURRICULUM GUIDES AND PLANS

Dates: 1961-
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject, state assessment

Recommendation: Retain for five (5) years, then dispose of.

52. PERSONNEL IN-DISTRICT WORKSHOP, IN-SERVICE RECORDS (RECORDS IN THIS
SERIES INCLUDES ATTENDANCE ROSTERS, EXPENSE STATEMENTS AND TRAINING
MATERIALS

Dates: 1991-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: Retain for three (3) years, then dispose of.

53. PERSONNEL SICK LEAVE RECORDS (ANNUAL, PAYROLL)

Dates: 1960-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

Recommendation: Retain for two (2) years, then dispose of
provided they are recorded in the individual
work history record.

54. SCHOOL CLASS LISTS

Dates: 1975-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: Retain for one (1) year, then dispose of.

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The recommendation of item #55 was amended and approved by the Local Records of Cook County on June 11, 2019.

Chairman

55. STATE AND FEDERAL EDUCATIONAL GRANT RECORDS

Dates: 1989-
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: ~~Retain for three (3) years, then dispose of.~~
***Retain for three (3) years following date of
final expenditure report, then dispose of.***

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56.	<p><u>STUDENT APPLICATIONS TEXTBOOK LOAN RECORDS</u></p> <p>Dates: 1987- Volume: 5 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by year</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
57.	<p><u>STUDENT ATTENDANCE WORKSHEETS AND ATTENDANCE REPORTS BY DISTRICT AND SCHOOLS</u></p> <p>Dates: 1983- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by month</p> <p>Recommendation: Retain for five (5) years, then dispose of provided the attendance record is posted to the student's permanent record.</p>
58.	<p><u>STUDENT PERMANENT RECORDS</u></p> <p>Dates: 1950- Volume: 64 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological by year</p> <p>Recommendation: Retain for no less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified of the destruction schedule for student permanent records.</p>
59.	<p><u>SCHOOL IMPROVEMENT PLANS AND LEARNING ASSESSMENT PLANS</u></p> <p>Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>

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The recommendation of item #60 was amended and approved by the Local Records of Cook County on June 11, 2019.

Chairman

60. STUDENT ATTENDANCE REGISTERS AND GRADES

Dates: 1945-
Volume: 12 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Chronological by year

Recommendation: ~~Retain for five (5) years, then dispose of provided the attendance record is posted to the student's permanent record.~~
Retain for three (3) years, then dispose of provided the attendance record is posted to the student's permanent record.

Retain for one (1) year, then dispose of provided the grade records have been transferred to the student's permanent record.

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61.	<p><u>STUDENT TEST SCORE RECORDS (STANDARDIZED, DISTRICT OR STATE TEST RESULTS)</u></p> <p>Dates: 1967- Volume: 10 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year, Alphabetical by school</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
62.	<p><u>SUBSTITUTE TEACHER PAYROLL TIME RECORDS (ANNUAL)</u></p> <p>Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
63.	<p><u>TEACHER INSTITUTE AND IN-SERVICE DAY RECORDS</u></p> <p>Dates: 1988- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation
64.	<p><u>TEACHER'S MONTHLY STUDENT ATTENDANCE REPORTS AND DISTRICT STUDENT ATTENDANCE MONTHLY SUMMARY</u></p> <p>Dates: 1982- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by month</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
65.	<p><u>TEACHER'S YEARLY SCHEDULE (DAILY-WEEKLY PROGRAM)</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
66.	<p><u>TEXTBOOK LISTS (SUBJECT, PROGRAM AND TEXTBOOKS USED)</u></p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
67.	<p><u>TEXTBOOK LOAN PROGRAM REQUESTS (ISBE) (SCHOOL DISTRICT REQUESTS)</u></p> <p>Dates: 1987- Volume: .5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for three (3) years following completion of the program, then dispose of.</p>

APPLICATION FOR AUTHORITY
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Item No. Record Series Title, Description and Recommendation

ACCOUNTS PAYABLE, BOOKKEEPING,
PURCHASING, AND PAYROLL

68. ACCOUNTS PAYABLE BILLS AND INVOICES

Dates: 1970-
Volume: 56 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Chronological by year
Location: Purchasing and Accounts Payable

Recommendation: Retain for seven (7) years, then dispose of.

69. BANK RECONCILIATIONS

Dates: 1985-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year
Location: Bookkeeping

Recommendation: Retain for seven (7) years, then dispose of.

70. BANK STATEMENTS, CANCELLED CHECKS AND DEPOSITS

Dates: 1972-
Volume: 28 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological by year
Location: Bookkeeping

Recommendation: Retain for seven (7) years, then dispose of.

71. BUDGET STATUS REPORT - DETAIL EXPENDITURES EDUCATION FUND (MONTHLY
AND Y-T-D)

Dates: 1988-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year
Location: Purchasing and Accounts Payable

Recommendation: Retain monthly reports for two (2) years, then
dispose of. Retain annual year-to-date reports
for seven (7) years, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
72.	<p><u>CASH FLOW REVENUE, EXPENDITURES AND INVESTMENTS RECORDS (ACCOUNTING WORKSHEETS)</u></p> <p>Dates: 1973- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Bookkeeping</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
73.	<p><u>IMRF RECORDS</u></p> <p>Dates: 1980- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain <u>designation of beneficiary forms</u> until superseded by new designation or until terminated employee's seventy-eighth (78th) birthday (whichever occurs first), then dispose of. If employee has not retired by age seventy-eight (78), retain designation of beneficiary for ten (10) years after termination of employment, then dispose of. Retain all other records contained in this record series for seven (7) years, then dispose of.</p>
74.	<p><u>MILK/LUNCH RECORDS (STUDENT APPLICATIONS, REPORTS)</u></p> <p>Dates: 1980- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Bookkeeping</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>

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Item No.	Record Series Title, Description and Recommendation
75.	<p><u>PERSONNEL VACATION REQUESTS</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Bookkeeping</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
76.	<p><u>PETTY CASH RECORDS</u></p> <p>Dates: 1980- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Bookkeeping</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
77.	<p><u>REVENUE RECORDS (RECORDS INCLUDE JOURNAL ENTRIES, BANK CONFIRMATIONS, AND TREASURER'S REPORTS MONTHLY)</u></p> <p>Dates: 1980- Volume: 22 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological by year Location: Bookkeeping</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
78.	<p><u>REVENUE STATUS REPORT - DETAIL REVENUE EDUCATION FUND (MONTHLY, Y-T-D)</u></p> <p>Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Bookkeeping</p> <p>Recommendation: Retain <u>monthly reports</u> for two (2) years, then dispose of. Retain annual <u>year-to-date reports</u> for seven (7) years, then dispose of.</p>

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Item No.	Record Series Title, Description and Recommendation
79.	<u>STUDENT ACTIVITY RECORDS (RECORDS INCLUDE ACTIVITY REPORTS, BANK STATEMENTS, CANCELLED CHECKS)</u> Dates: 1980- Volume: 22 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological by year Location: Bookkeeping Recommendation: Retain for seven (7) years, then dispose of.
80.	<u>SUPPLY REQUISITIONS</u> Dates: 1980- Volume: 11 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by year Location: Purchasing and Accounts Payable Recommendation: Retain for two (2) years, then dispose of.
81.	<u>TEACHERS RETIREMENT SERVICE RECORDS</u> Dates: 1980- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year Recommendation: Retain for seven (7) years, then dispose of.
82.	<u>TRANSPORTATION RECORDS</u> Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Bookkeeping Recommendation: Retain for three (3) years, then dispose of.

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| 83. | <p><u>UNEMPLOYMENT COMPENSATION REPORTS (EMPLOYERS CONTRIBUTION RECORDS)</u></p> <p>Dates: 1980-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year
Location: Bookkeeping</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p> |
| 84. | <p><u>ANNUITY CONTRACTS (INDIVIDUAL PERSONNEL)</u></p> <p>Dates: 1980-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year
Location: Payroll</p> <p>Recommendation: Retain annuity purchase agreements for three (3) years after close of agreements, then dispose of. Retain premium statements for seven (7) years, then dispose of.</p> |
| 85. | <p><u>EMPLOYEE INSURANCE ENROLLMENT RECORDS</u></p> <p>Dates: 1987-
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name
Location: Payroll</p> <p>Recommendation: Retain for three (3) years after termination of employment, then dispose of.</p> |
| 86. | <p><u>INSURANCE POLICIES</u></p> <p>Dates: 1987-
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year
Location: Payroll</p> <p>Recommendation: Retain policies for seven (7) years after expiration or cancellation, then dispose of. Retain claims for seven (7) years after settlement of claim, then dispose of.</p> |

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| 87. | <p><u>INSURANCE PREMIUM BILLING STATEMENTS AND COST APPLICATIONS COVERAGE COSTS</u></p> <p>Dates: 1987-
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year
Location: Payroll</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p> |
| 88. | <p><u>PAYROLL JOURNALS, YEAR-TO-DATE AUDITS, DEDUCTION REGISTERS, AND CHECK REGISTERS</u></p> <p>Dates: 1988-
Volume: 8 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological by year
Location: Payroll</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p> |
| 89. | <p><u>PERSONNEL TIME RECORDS</u></p> <p>Dates: 1989-
Volume: 6 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological by year
Location: Payroll</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p> |
| 90. | <p><u>STATE AND FEDERAL WITHHOLDING TAX RECORDS</u></p> <p>Dates: 1986-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year
Location: Payroll</p> <p>Recommendation: Retain W-4's for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all other tax forms in this record series for seven (7) years, then dispose of.</p> |

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LIBRARY RESOURCE CENTER AND SPECIAL SERVICES

91. BUDGET WORK PAPERS (DETAIL EXPENDITURE RECORDS)

Dates:	1990-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year
Location:	Library Resource Center

Recommendation: Retain for two (2) years, then dispose of.

92. GUIDELINES, POLICIES, PROGRAM BROCHURES (FOR SPECIAL SERVICES)

Dates:	1989-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year
Location:	Special Services

Recommendation: Retain permanently.

93. INVENTORY (FILMS, VIDEOS, SUPPLIES)

Dates:	1984-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year
Location:	Library Resource Center

Recommendation: Retain for two (2) years after superseded by new inventory, then dispose of.

94. PARAPROFESSIONAL DATA RECORDS (VOLUNTEER UTILIZATION APPLICATIONS)

Dates:	1990-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year

Recommendation: Retain for five (5) years after termination of employment, then dispose of.

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Item No.

Record Series Title, Description and Recommendation

The recommendation of item #95 was amended and approved by the Local Records of Cook County on June 11, 2019.

Chairman

95. PERSONNEL RECORDS (SPECIAL EDUCATION PROGRAM-DUPLICATE RECORDS)

Dates: 1980-
Volume: .5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year
Location: Special Services

Recommendation: ~~Retain for five (5) years after termination of employment, then dispose of.~~
Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of.
If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of.
If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated.
If litigation is pending, retain until conclusion of all judicial action (including appeals), then dispose of.
Retain all other records and supporting documents within this record series that are not covered under another record series for seven (7) years from date of generation, then dispose of.

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Item No.

Record Series Title, Description and Recommendation

96. PRESCHOOL STUDENT SCREENING REPORTS (STUDENTS DID NOT QUALIFY FOR SPECIAL SERVICES)

Dates: 1988-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year
Location: Special Services

Recommendation: Five (5) years after graduation or permanent withdrawal of the student, special education records must be disposed of. The parent must be notified prior to disposition. Information which may be of continued assistance to the student may be transferred to the parent or to the student if the student has succeeded to the rights of the parent.

97. SPECIAL EDUCATION ATTENDANCE RECORDS (OUT OF DISTRICT AND IN DISTRICT STUDENTS)

Dates: 1970-
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year
Location: Special Services

Recommendation: Retain for five (5) years, then dispose of provided the attendance record is posted to the student's permanent record.

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98.	<u>SPECIAL EDUCATION CURRICULUM GUIDES</u>
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Dates:	1981-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year
Location:	Special Services

Recommendation:	Retain for five (5) years, then dispose of.
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The recommendation of items #99-100 were amended and approved by the Local Records of Cook County on June 11, 2019.

Chairman

99. SPECIAL EDUCATION PROGRAM GRANT RECORDS

Dates: 1980-
Volume: 11 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Records in this series include reimbursements for personnel, pupil reimbursements, summer school, tutoring, homebound/hospital work sheets, medical certifications, list of approved facilities, superintendent's authorization of personnel, memorandum, projected enrollments, in-service records, Title I records or LICA records, activity and personnel reports supporting special education, child count fact sheets and class lists, immunization reports and surveys for special education students, administrative notes and information, meeting notes, staff schedules and calendars, and grant information.

Recommendation: ~~Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.~~
 Retain for three (3) years following date of final expenditure report, then dispose of.

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| 100. | <p><u>STATE GRANT RECORDS (CHAPTER 2 ECIA, ESEA)</u></p> <p>Dates: 1983-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year
Location: Special Services</p> <p>Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.
<i>Retain for three (3) years following date of final expenditure report, then dispose of.</i></p> |
| 101. | <p><u>STUDENT SPECIAL EDUCATION TEMPORARY RECORDS (SPEECH AND LANGUAGE SCREENING, ETC.)</u></p> <p>Dates: 1960-
Volume: 58 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Alphabetical by name, Chronological by year
Location: Special Education and Special Services</p> <p>Recommendation: Five (5) years after graduation or permanent withdrawal of the student, special education records must be disposed of. The parent must be notified prior to disposition. Information which may be of continued assistance to the student may be transferred to the parent or to the student if the student has succeeded to the rights of the parent.</p> |
| 102. | <p><u>SUPPLY REQUISITIONS, PACKING SLIPS AND DUPLICATE INVOICES</u></p> <p>Dates: 1989-
Volume: 2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological by year
Location: Library Resource Center</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p> |

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Item No. Record Series Title, Description and Recommendation

JUNIOR HIGH SCHOOL

Unless otherwise noted, the records in this section are located in the Junior High School.

103. ACTIVITY FUND DEPOSIT SUMMARY (SCHOOL USE FOR FEES--DUPLICATES)

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by week

Recommendation: Retain for two (2) years, then dispose of.

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Item No.

Record Series Title, Description and Recommendation

The title of item #104 was amended and approved by the Local Records of Cook County on June 11, 2019.

Chairman

104. ADMINISTRATIVE CORRESPONDENCE FILES
ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING
EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO
ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.
- Dates: 1990-
Volume: 1 Cu. Ft./1 MB
Annual Accumulation: Negligible/1 MB
Arrangement: Chronological by month
- Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
105. EXPENSE STATEMENTS AND CHECK REQUESTS WITH DUPLICATE CHECKS
- Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year
- Recommendation: Retain for two (2) years, then dispose of.
106. LUNCH REPORTS AND MILK REPORTS (MONTHLY DUPLICATES)
- Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by month
- Recommendation: Retain for three (3) years, then dispose of.

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation
107.	<p><u>PERSONNEL ABSENCE, PROFESSIONAL, AND BUSINESS LEAVE RECORDS</u></p> <p>Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for two (2) years, then dispose of provided the records are recorded in the individual work history record.</p>
108.	<p><u>PERSONNEL EMERGENCY RECORD</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>Recommendation: Retain until superseded or until administrative use is complete, then dispose of.</p>

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The recommendation of item #109 was amended and approved by the Local Records of Cook County on June 11, 2019.

Chairman

109. PERSONNEL FILES (TEACHER EVALUATIONS AND TEACHER GOALS) (DUPLICATES)

Dates:	1989-
Volume:	.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by name

Recommendation: ~~Retain for five (5) years after termination of employment, then dispose of.~~
 Transfer to Human Resource Department.

110. PURCHASE ORDERS (DUPLICATES)

Dates:	1990-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year

Recommendation: Retain for two (2) years, then dispose of.

111. STUDENT EMERGENCY HEALTH AND ACCIDENT RECORD (EMERGENCY NOTICE AND RELEASE RECORD)

Dates:	1990-
Volume:	1 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by name

Recommendation: Retain for one (1) year after superseded, then dispose of.

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112. STUDENT FEE COLLECTION RECORDS AND RECEIPTS

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical by homeroom

Recommendation: Retain for two (2) years, then dispose of.

The recommendation of item #113 was amended and approved by the Local Records of Cook County on June 11, 2019.

Chairman

113. STUDENT HEALTH RECORDS AND ACCIDENT RECORDS

Dates: 1981-
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

Recommendation: ~~Retain for no less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified of the destruction schedule for student permanent records.~~
 Retain Health Student permanent records: Retain for no less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified of the destruction schedule for student permanent records.
 Retain Accident for not less than five (5) years after student has transferred, graduated, or otherwise withdrawn from the school. Parents must be notified before the disposal of any Student Temporary Records.

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114. , STUDENT SPECIAL EDUCATION TEMPORARY RECORDS (DUPLICATE RECORDS)

Dates: 1984-
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

Recommendation: Five (5) years after graduation or permanent withdrawal of the student, special education records must be disposed of. The parent must be notified prior to disposition. Information which may be of continued assistance to the student may be transferred to the parent or to the student if the student has succeeded to the rights of the parent.

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115. STUDENT TEMPORARY RECORDS AND STUDENT DISCIPLINE FILES

Dates:	1983-
Volume:	19 Cu. Ft.
Annual Accumulation:	6 Cu. Ft.
Arrangement:	Alphabetical by name

Recommendation: Retain until the usefulness of the record to the student and the school is complete, but in no case longer than five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified before the disposition of any student temporary records.

116. SUBSTITUTE TEACHER RECORDS (DUPLICATES)

Dates:	1990-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year

Recommendation: Retain for two (2) years, then dispose of.

The following item 117 has been added to Application 92:004C and approved by the Local Records Commission of Cook County on October 11, 2005.

Martha Martinez

Chairman

117. LUNCHROOM/CAFETERIA RECORDS (THIS RECORD SERIES CONSISTS OF:
MENUS, MEALS SERVED, TICKETS, ETC.)

Dates:	2001-
Volume:	8 Cu. Ft.
Annual Accumulation:	2 Cu. Ft.
Arrangement:	Chronological

Recommendation: Retain for three (3) years, then dispose of.

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The following items #118-#119 have been added to Application 92:004C and approved by the Local Records Commission of Cook County on December 13, 2005.

Chairman

118. CONSTRUCTION RECORDS

Dates:	1993-
Volume:	6 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

Recommendation: Retain construction plans, drawings, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.

119. TEACHERS HANDBOOKS AND SUPPORT PERSONNEL MANUALS

Dates:	1997-
Volume:	1 ½ Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

Recommendation: Retain one copy of each permanently.

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Item No.

Record Series Title, Description and Recommendation

The following item #120 was added to Application 92:004C and approved by the Local Records Commission of Cook County on November 14, 2006.

Chairman

120.

BID RECORDS

Dates: 1995-
Volume: 4½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

Recommendation: Retain successful bids for ten (10) years after terms of the related contract are completed, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of. Retain departmental copies until the bidding process is complete, then dispose of.